

A&E CONSULTANT'S SOQ RESPONSIVENESS CHECKLIST

The following checklist is provided as a tool to assist Consultants responding to a Request For Qualifications (RFQ). Solicitations may differ in their requirements; therefore, please read each solicitation carefully to ensure responsiveness. Also refer to "Statement of Qualifications Submittal Instructions and General Contract Process Information."

SOQ REQUIREMENTS:

- ☐ **Submittal Date and Time**
- ☐ **Required number of copies submitted to each location specified**

SOQ includes the following four (4) sections:

- ☐ **Section 1 –Transmittal Letters and (if applicable) Goal Documentation**
- ☐ **Section 2 – Form SF330**
- ☐ **Section 3 – Work Force Analysis (if applicable)**
- ☐ **Section 4 – Nondiscrimination Statement (if applicable)**

NOTE: The Indirect Cost Rate (ICR) package requirement has been suspended until further notice.

Revised 12/05/08